ROLODEX®
ELECTRONICS

RF-8013

Personal Organizer

User's Guide
www.franklin.com

License Agreement

Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the organizer to malfunction.

Getting Started

Before you turn the unit on for the first time, you must perform a system reset. **Warning!** A system reset erases any user-entered information and clears all settings. Pressing the reset button with more than light pressure may permanently disable your organizer.

1. Use a thin, pointed object (e.g., a straightened paper clip) to press the reset button on the back of the organizer.

   Caution: Do not use an object with a breakable tip.

2. Tap **ENTER** to confirm the reset.

Memory available flashes briefly and the unit goes to the Home Time screen.

Note: If you accidentally depress the reset button at any time, DO NOT tap **ENTER**. Tap any other character instead. This stops the unit from resetting and prevents any entered data from being lost.

Understanding the Display

Several screen prompts and icons appear on the top and either side of the display. These indicate active states and perform no function when tapped.

Function keys appear as icons printed on a strip at the bottom of the screen. Tap these to access different functions such as the Clock, Phone books, Calculator etc.

There are two keypads – alphabet and numeric. The **2nd** key toggles between the two keypads. The direction arrows and **SPACE** key are common to both keypads, but other "soft" keys (keys that appear on the display) are unique to one keypad or the other.

Function Keys

2nd   Toggles between the two keypads.

Time   Cycles between Home Time, World Time, Alarm and Timer.

TEL   Toggles between the Personal and Business phone books.

SCHED   Toggles between the Schedule and Memo books.

GAME   Cycles between Keyboard Wiz, Memory and Chance.

CALC   Cycles between the math Calculator, Calorie Calculator, Currency Converter, Euro Converter and Metric Converter.

$\vee / \wedge$ Scroll through menu options, records, world cities and conversions. Do Tip/Discount calculations.

ENTER   Selects an item. In the Calculator, performs a calculation.

Common Keys

These appear on both the alphabet and numeric keypads.

▲/▼   Move the cursor in the indicated direction.

SPACE   Inserts a space.

Alphabet Keypad Keys

INS   Allows characters to be inserted when editing a record.

CAP   Toggles between typing capital and lower case letters.

SYM   Cycles through the available symbols.

EDIT   Starts the edit mode.

DEL   Deletes a character at the cursor. Deletes a record.

Numeric Keypad Keys

Tap the **2nd** key to see these options.

12/24   Toggles between 12- and 24-hour time displays in the clocks.

DST	Turns DST on or off.
AM/PM	Toggles between a.m. and p.m.
MENU	Goes to the Setting menu.
🌡	Goes to the password entry screen.
♪	Turns the keytone on or off.
AC	Clears the calculator.
CE	Clears the most recent entry in the Calculator.
M+	Adds the number on the screen to the Calculator memory.
M-	Subtracts the number on the screen from the number in the Calculator memory.
MRC	Shows the number stored in the Calculator memory.

Important Information

Auto-Shut Off

When none of the keys have been tapped for approximately five minutes, the organizer automatically turns the power off to save the battery. Press **ON/OFF** to resume. The actual life of the battery depends on the usage.

Keytone

The keytone is the beep that sounds when any key is tapped. To turn the keytone off or on, touch ♪ on the numeric keypad.

Typing Capitals and Lower Case Letters

Tap **CAP.** in the alphabet keypad to toggle between entering capital and lower case letters. When the capitals keypad is selected, *CAPS* appears to the top right of the display.

Symbols and Accents

From the alphabet keypad, you can enter 31 different symbols such as $, £, ¥ etc. Tap **SYM** repeatedly in any data entry screen to cycle through the available symbols. You can also enter accented characters such as É, é, À, à, ç etc. To do this, tap **SYM** and then tap the letter you want repeatedly to cycle through the available accents.

Using the Menu

The MENU key is available on the numeric keypad. The Menu allows you to select a language, choose a date display, check available memory,

start a PC-Link (if you have the optional PC Sync program) and adjust screen contrast. You access the Menu only from the Clock, Phone books, Schedule or Memo. To use the menu, do the following.

1. Tap **MENU** on the numeric keypad.
2. Tap $\vee$ or $\wedge$ to cycle through *LANGUAGE?*, *DATE SET?*, *MEMORY CHECK?*, *PC-LINK?* and *CONTRAST?*.
3. Tap **ENTER** when you see the one you want.

   When you select *MEMORY CHECK*, the available free memory flashes on the screen and you return to the screen you were previously viewing.

   When you select *PC-LINK*, the connecting process begins. **Note:** This option is only active when your unit is connected to your PC and you have the PC Sync program installed and open on your PC.
4. Tap $\vee$ or $\wedge$ to cycle through the available Language and Date display settings.

   LANGUAGE options are *ENGLISH*, *NEDERLANDS* (Dutch), *PORTUGÛES* (Portuguese), *ITALIANO* (Italian), *DEUTSCH* (German), *FRANÇAIS* (French) and *ESPAÑOL* (Spanish).

   DATE SET options are *YYYY/MM/DD*, *MM/DD/YYYY*, *DD/MM/YYYY*.

Note: Use ▼/▲ to adjust the contrast.
5. Tap **ENTER** when done.

Using the Clocks

Using 🕐, you can set Home Time, view local times in 45 cities around the world, set Alarms and use the Timer. **Note:** You must set Home Time before viewing World time or using the Schedule, because World Times are based on Home Time.

Setting Home Time

You can select daylight savings time and the time format you want. To do this, tap 🕐, tap **2nd** and then tap **DST** for daylight savings time or **12/24** for the 12- or 24-hour time format. When you turn DST on, ☼ appears to the right of the display. When you select the 12-hour format, *A* or *P* appears to the left of the time to indicate a.m. or p.m. You can change the a.m./p.m. setting when setting the time.

To set Home Time, do the following.

1. Tap 🏀 Time.

    ⊘ to the left of the display indicates Home Time.

2. Tap **EDIT**.

    The cursor flashes under the first letter of the city abbreviation.

3. Enter a city abbreviation of your choice, or tap ∨/∧ to cycle through the available names.

    The city name you enter can have a maximum of six letters.

4. Tap ▼ to go to the date field.

    If you enter a six letter name, the cursor automatically goes to the date field.

5. Enter the date.

    The date display depends on your selection in *DATE SET* in the Menu.

6. Set the time.

    If you selected the 12-hour time format, tap **AM/PM** for the time you want.

7. Tap **ENTER** to save your settings.

Viewing World Time

1. Tap until you see to the left of the screen.
2. Tap $\vee$ or $\wedge$ to view the date and time in the list of available cities.

CITY	ABBREVIATION	CITY	ABBREVIATION
LONDON	LON	SINGAPORE	SIN
LISBON	LIS	TOKYO	TYO
PARIS	PAR	ADELAIDE	ADL
BERLIN	BER	SYDNEY	SYD
ROME	ROM	GUAM	GUM
AMSTERDAM	AMS	NOUMEA	NOU
BARCELONA	BCN	WELLINGTON	WLG
MADRID	MAD	AUCKLAND	AKL
BRUSSELS	BRU	TONGA	TNG
HELSINKI	HEL	MIDWAY ISLANDS	MID
CAIRO	CAI	HONOLULU	HNL
MOSCOW	MOW	ANCHORAGE	ANC
RIYADH	RUH	LOS ANGELES	LAX
TEHRAN	THR	DENVER	DEN
DUBAI	DXB	CHICAGO	CHI
KABUL	KBL	NEW YORK	NYC
KARACHI	KHI	TORONTO	YYZ
DELHI	DEL	CARACAS	CCS
DHAKA	DAC	RIO DE JANEIRO	RIO
YANGON	RGN	MID ATLANTIC	MAT
BANGKOK	BKK	FERNANDO DE NOAH	FER
BEIJING	BEI	AZORES ISLANDS	AZO
HONG KONG	HKG		

Setting the Alarms

You can set three alarms: a daily alarm indicated by $((\bullet))$, an hourly chime indicated by $\overleftrightarrow{\nabla}$, and a schedule reminder indicated by $(\!(\!/\!)\!)$.

The daily alarm sounds for 60 seconds. Tap any key to turn it off. The hourly chime beeps for one second on the hour, every hour. To set the alarms, do the following:

1. Tap $\overset{\text{\textregistered}}{\underset{\text{Time}}{}}$ until you see *ALARM* on the screen.

2. Tap **EDIT**.

   You see the *ALARM SET* screen.

3. Tap $\overset{\text{\textregistered}}{\underset{\text{Time}}{}}$ repeatedly to cycle through the available alarms.

   The icons of the different alarms appear to the right of the display.

4. Tap the number keys to enter the time.

5. Tap **ENTER** to store your setting.

Using the Timer

You can use your organizer as a Timer. To set the Timer, do the following.

1. Tap 🕒 Time until you see *TIMER* on the screen.

2. Tap the number keys or use ▼/▲ to input the time you want.

   Use ◀/▶ to move the cursor.

3. Tap **ENTER** to store your setting.

   The Timer will beep at the appointed time no matter where you are in the organizer.

   Tap any key to stop the beeping.

Using the Phone, Schedule and Memo Books

Entering a Phone Record

Your organizer has two phone books: *PERSONAL* and *BUSINESS*. Each book has the following fields: *NAME*, *ADDRESS*, *PHONE#*, *FAX#*, *CELL#*, *E-MAIL*, *URL* and *NOTE*. To enter a phone record, do the following:

1. Tap 📇 once for the *PERSONAL* phone book.

   Tap 📇 twice for the *BUSINESS* phone book.

2. Type a name.

   The display automatically goes to the *NAME* field.

3. Tap ▼/▲ to go to the fields you want and enter data.

   The keypad automatically changes from the alphabet to the numeric in the fields where you need to enter numbers.

4. Tap **ENTER** when done to store your record.

   STORED! Appears on the display.

Entering a Schedule or Memo

📅 toggles between the *SCHEDULE* and *MEMO* books. In a schedule record, you can enter the task, the date and the time. To enter a schedule record, do the following.

1. Tap 📅 .

2. Start entering your task.

   You can enter a maximum of 36 characters.

   Tap ▼/▲ to move between the fields.
3. Enter the date and time.
4. Tap **ENTER** to store your record.

To enter a memo, do the following.

1. Tap 📅 SCHED until you see *MEMO?* on the screen.
2. Enter your memo.

   You can enter a maximum of 36 letters on the first line.

   You can enter a maximum of 36 numbers on the second and third lines.

   Tap the arrow keys to move between the lines.
3. Tap **ENTER** to store your record.

Searching and Viewing Records

Telephone and memo records are sorted alphabetically. Schedule records are sorted chronologically.

1. Tap 📞 TEL or 📅 SCHED to find the book you want.
2. Tap ∨/∧ to scroll through your records.

You can also enter the first few letters of your record and then tap $\bigvee$ to go directly to the record.

3. Use $\blacktriangle$ / $\blacktriangledown$ / $\blacktriangleleft$ / $\blacktriangleright$ to view your records. The arrows next to the display indicate which ones to use.

   Note: In a Phone record, the name and home and fax numbers are initially displayed. Tap $\blacktriangledown$ repeatedly to see the address, e-mail, URL and note fields. If the data in the first field exceeds 12 characters, tap $\blacktriangleright$ / $\blacktriangleleft$ to scroll and read all the entered data.

   Autoscrolling is available when viewing telephone records. Tap and hold $\blacktriangleleft$ or $\blacktriangleright$ for about 3 seconds to start autoscrolling. Tap the arrow again to stop. Tap **CE** to exit the scrolling mode.

   Tap $\blacktriangle$ to see the Cell phone number. Press it again to return to the Home/Fax numbers.

Editing Records

1. Find the record you want to edit.
2. Tap **EDIT**.

3. Tap ▲ / ▼ / ◀ / ▶ to move the cursor to the characters you want to edit.

   Tap ▼ / ▲ to move to the field you want.

4. Enter your edits and tap **ENTER** to store them.

Deleting Records

1. Find the record you want to delete.

2. Tap **DEL**.

   DELETE? appears on the screen.

3. Tap **ENTER** to delete.

   Tap any other key to cancel the deletion.

Password Protection

You can lock the data in your Telephone, Schedule and Memo books by setting a password. **Note:** You can use all the other features in this organizer without the password.

Warning! Please keep written records of your data. If you forget your password, you will not be able to recover any of the data stored in your handheld organizer. To bypass the password, you will have to perform a system reset, which will clear the password but will also erase all the data stored in memory.